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DD/S&T 2454-67

12 June 1967

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MEMORANDUM FOR:



Chief, Procurement Div/OL

SUBJECT : Contract Information

REFERENCE : Your memorandum OL 73802 dated 6 June 1967; subj: Milestone Information from Contractors

1. The form which you normally use in requesting proposals from contractors is consistent with the objectives we are trying to achieve. There are some instances in which the information now requested may not be adequate for monitoring purposes, and it might be useful to inform the contractor that he will be expected to report monthly against his plan if awarded a contract.

2. I believe the second paragraph of the RFQ form could be interpreted to mean that only milestones, and the percent of program completion they represent, must be provided. In a study contract, however, the only milestone may be a report at the end, and this could be too little too late.

3. For your consideration, a modification of the paragraph along the lines indicated below could preclude some of these problems:

"Proposals must include an estimate of cumulative program expenditures per month and also an estimate of cumulative percent completion by month. Estimates of when significant accomplishments (milestones) will be completed, and the cumulative percentage of program completion they represent, may also be included. Reports on a monthly basis of actual expenditures and actual accomplishment against the proposed plan will be required in the event a contract is awarded. Unless special arrangements are made, these reports are due not later than 15 calendar days after the close of the month covered by report. Any information on this subject, Request

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for Proposal, or matters of a contractual nature may be discussed by contacting Mr. _____ on _____."

4. S&T technical personnel have been advised to request this sort of information, and proposals submitted for approval for which this sort of information is appropriate will be delayed until the information is obtained. Consequently, any proposals reaching you for negotiation should contain this information.



Special Assistant to the
DD/S&T

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